

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 4600TC

1 SEPTEMBER 2004

Manpower Standard

**COMBAT READINESS TRAINING CENTER (CRTC)
SERVICES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the Combat Readiness Training Center (CRTC) Services. This ANGMS applies to the Combat Readiness Training Center, Services mission only, at the Alpena, Gulfport, Savannah and Volk Field CRTCs. This standard applies to peacetime operations only. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Combat Readiness Training Center function. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson ANG Base TN 37777-6283.

1. STANDARD DATA.

1.1. Approval Date: 1 September 2004.

1.2. Man-hour Data Source. Operational Audit method (historical record and technical estimate techniques).

1.3. Standard Man-hour Equation: $Y = 129.8 + 0.03286X$.

1.4. Workload Factor.

1.4.1. Title: A CRTC Bed-Night Utilized.

1.4.2. Definition: The average monthly number of bed-nights utilized by visiting units/personnel.

1.4.3. Source: The CRTC Monthly Utilization Report maintained by ANG/C4R.

1.4.4. Points of Contact:

1.4.4.1. Functional: Mr. Pat Welch, ANG/C4R

1.4.4.2. Manpower: Major Brian Cotton, ANG/XPME/OLTN

2. APPLICATION INSTRUCTIONS.

2.1. Step 1. Man-hour Equation. Apply the man-hour equation in Paragraph 1.3., to determine required man-hours.

2.2. Step 2. Man-hour Availability Factor (MAF). Divide the resulting man-hours by the appropriate MAF times the overload factor.

2.3. Step 3. Upper and Lower Extrapolation Limits:

2.3.1. $Y_U = 485.18$

2.3.2. $Y_L = 195.08$

2.4. Step 4. Air Force Specialty Codes (AFSC) Requirement. Use the Manpower Table Attachment 3 to determine required AFSCs.

3. STATEMENT OF CONDITIONS. The conditions listed below had no affect on the development of this standard: minimum response rates, minimum manpower levels, standardized crew complements, safety considerations, aircraft turn-around time, length of waiting periods, levels of backlog and hours of operation.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 38-201, *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*

Abbreviations and Acronyms

AAFES - Army/Air Force Exchange Service

AF - Air Force

AGR - Active Guard/Reserve

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

CRTC - Combat Readiness Training Center

DOD - Department of Defense

DRMO - Defense Reutilization and Marketing Office

DSN - Defense Switched Network

FLO - Family Liaison Officer

HHQ - Higher Headquarters

IAW - In Accordance With

IMPAC - Government Purchase Card

LMR - Land Mobile Radio

MAJCOM - Major Command

MEP - Management Engineering Program

MILPERS - Military Personnel

MKT - Mobile Kitchen Trailer

MWR - Morale, Welfare, and Recreation

POC - Point of Contact

RIBS - Readiness In Base Services

SAR - Search and Recovery

USAF - United States Air Force

UTA - Unit Training Assembly

VIP - Very Important Person

WCD - Work Center Description

WLF - Workload Factor

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

Historical Record. Documented past work performance of the work center.

Man-hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period to time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Operational Audit. A work measurement method consisting of one or a combination of the following techniques: good operator timing, historical records, technical estimate, standard time, and directed requirement.

Programmable Workload Factor. A workload factor (WLF) and definition that matches a program variable found in programming documents that allows the WLF to be programmable (a resource identified in a programming document).

Staffing Pattern. Constant manpower.

Technical Estimate. A determination of the standard hours required for a given task, based on an estimate by individuals who are technically and professionally competent to judge the time required.

Work Center Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Variance. A condition that exists that either adds to or subtracts from the core workload, or impacts the way the work is performed. A variance can be the result of environmental, mission or technological differences, and can be either positive or negative.

Attachment 2

**WORK CENTER DESCRIPTION
COMBAT READINESS TRAINING CENTER (CRTC)
SERVICES**

Table A2.1. Listing of Functional Process.

1.	MANAGEMENT. Monitors and implements all Services readiness activities; manages all food service and service activities; plans, organizes, and controls proficiency, upgrade, and mobility training of personnel; manages all logistics, personnel support, and funds management activities.
1.1.	SUPERVISES CUSTODIAL, LODGING, DINING HALL AND ADMINISTRATIVE PERSONNEL.
1.2.	DETERMINES REQUIREMENT FOR AND JUSTIFIES TEMPORARY AND FULL-TIME STATE EMPLOYEE.
1.3.	DETERMINES AND SETS HOURS OF OPERATION, BASED UPON CUSTOMER REQUIREMENT.
1.4.	MONITORS AND MANAGES PERFORMANCE EVALUATION OF CIVILIAN EMPLOYEE.
1.5.	REVIEWS/UPDATES INCOMING AND OUTGOING COMBAT READINESS TRAINING CENTER WELCOME AND INFORMATION PAMPHLET. Provides to visiting units and personnel to orient them with the base and its history/equipment.
1.6.	COORDINATES VISITING UNITS. Serves as Services Project Officer/coordinator to facilitate incoming unit deployments.
1.6.1.	SERVES AS PRIMARY COORDINATOR BETWEEN HIGHER HEADQUARTERS, ON-BASE FUNCTIONS AND VISITING UNIT ON DEPLOYMENT ISSUE.
1.6.2.	MANAGES, COORDINATES AND RECEIVES VISITING OFFICIAL/VERY IMPORTANT PERSON (VIP).
1.6.3.	SCHEDULES, MAINTAINS AND COORDINATES USAGE OF SERVICES-CONTROLLED CLASSROOM FACILITY.
1.6.4.	ATTENDS MEETING AND HOSTS SITE-SURVEY FOR VISITING UNIT PERSONNEL TO ENSURE SATISFACTORY DEPLOYMENT TO THE CRTC.
1.6.5.	PROVIDES TRAINING TO VISITING UNIT PERSONNEL ON SEARCH AND RESCUE, FIELD MORTUARY, AND MOBILE KITCHEN TRAILER (MKT) OPERATIONS, ETC.

1.6.6.	ASSISTS VISITING UNIT IN ACQUISITION OF ASSET REQUIRED FOR DEPLOYMENT.
1.7.	PROVIDES TRAINING.
1.7.1.	TRAINS CRTIC/DEPLOYED PERSONNEL IN PRIME READINESS IN BASE SERVICES (RIBS).
1.7.2.	PLANS, ORGANIZES AND CONTROLS PROFICIENCY, UPGRADE AND MOBILITY TRAINING OF PERSONNEL.
1.7.3.	HOLDS EMPLOYEE MEETING TO KEEP PERSONNEL INFORMED OF FACILITY USAGE, SAFETY CONCERNS, TRAINING REQUIREMENTS AND OPPORTUNITIES.
1.8.	MONITORS AND IMPLEMENTS ALL ON-BASE SERVICES READINESS ACTIVITIES.
1.9.	MANAGES EQUIPMENT/RESOURCES.
1.9.1.	MAINTAINS MICROSOFT ACCESS BASED SERVICES EQUIPMENT INVENTORY DATABASE.
1.9.2.	DEVELOPS, MAINTAINS AND ENSURES QUALITY CONTROL STANDARDS FOR THE FOLLOWING CONTRACTS: PRIME VENDOR, LAUNDRY AND DRY CLEANING AND FLOOR MAT CONTRACTS.
1.9.3.	MANAGES, EXPENDS, AND ACCOUNTS FOR COPIER MAINTENANCE.
1.9.4.	SETS UP/MAINTAINS ACCOUNT WITH FINANCE ANNUALLY. Accounts include Department of Defense (DOD) Government Purchase Card (IMPAC), National Stock Number, Subsistence, Operations and Maintenance, and Military Personnel (MILPERS) accounts. Monitors and maintains account throughout the year.
1.9.5.	MANAGES, EXPENDS, AND ACCOUNTS FOR GENERAL SUPPLIES IMPAC ACCOUNT. General supplies accounts include the purchase of custodial, dining hall, and kitchen supplies.
1.10.	MONITORS AND PREPARES WORK REQUEST FOR SERVICES FACILITIES AND EQUIPMENT.
2.	CONSUMER ADVOCATE. Represents the Commander and base personnel on matters pertaining to commissary and base exchange privileges. Serves as base office of primary responsibility for all directives within AFI 34-series, and Air Force Joint Instruction (AFJI) 34-series of United States Air Force (USAF)/ANG and base regulations. Coordinates with the ANG on all matters relating to base services functions.
3.	MORTUARY AFFAIRS. Serves as Alternate Mortuary Affairs Officer.

3.1.	ARRANGES MORTUARY SERVICES FOR ELIGIBLE AIR NATIONAL GUARD PERSONNEL.
3.1.1.	RECEIVES/REVIEWS VERIFICATION OF DEATH NOTIFICATION.
3.1.2.	COORDINATES WITH COUNTY CORONER AND LOCAL GOVERNMENT OFFICIAL.
3.1.3.	PREPARES INITIAL DEATH REPORT TO HIGHER HEADQUARTERS (HHQ).
3.1.4.	COORDINATES WITH NEXT-OF-KIN ON REMAINS DISPOSITION AND BRIEFS ENTITLEMENTS.
3.1.5.	COORDINATES MORTUARY SERVICES WITH LOCAL FUNERAL DIRECTOR.
3.1.6.	PROVIDES QUALITY ASSURANCE EVALUATION FOR CONTRACTED REMAINS PROCESSING.
3.1.7.	ARRANGES FOR HONORS DETAIL FOR FUNERAL SERVICE.
3.2.	MANAGES MORTUARY AFFAIRS LAND MOBILE RADIO (LMR) NET.
3.2.1.	MAINTAINS, TRAINS AND COORDINATES USAGE/OPERATIONS OF MORTUARY AFFAIRS LMR NET.
3.2.2.	COORDINATES LMR RADIO FREQUENCIES AND USAGE WITH BASE COMMUNICATIONS.
3.2.3.	TRAINS SERVICES PERSONNEL ON PROPER USAGE AND OPERATION OF LMR.
3.3.	MANAGES HONOR GUARD.
3.3.1.	OVERSEES TRAINING OF HONOR GUARD MEMBER.
3.3.2.	TRAVELS TO OFF-SITE TRAINING AND CONFERENCE TO STAY CURRENT ON HONOR GUARD ISSUES.
3.3.3.	INVENTORIES AND MAINTAINS HONOR GUARD AUDIO-VISUAL LIBRARY.
3.3.4.	INVENTORIES, BUDGETS FOR AND MAINTAINS HONOR GUARD EQUIPMENT INVENTORY.
3.3.5.	COORDINATES, BUDGETS FOR AND APPROVES HONOR GUARD TRAVEL EXPENDITURE.
3.3.6.	MANAGES, EXPENDS, AND ACCOUNTS FOR HONOR GUARD IMPAC ACCOUNT.

3.4.	PLANS, LEADS, AND ORGANIZES BASE SEARCH AND RECOVERY (SAR) PROGRAM.
3.4.1.	IDENTIFIES AND TRAINS BASE PERSONNEL AS SAR TEAM MEMBER IN SAR OPERATIONS AND EXECUTION. Prepares/updates training package.
3.4.2.	IDENTIFIES AND CONDUCTS TRAINING FOR FAMILY LIAISON OFFICER (FLO) TRAINING FOR BASE PERSONNEL.
3.4.3.	TRAINS AND ASSIGNS SERVICES PERSONNEL TO OPERATE IN KEY FUNCTIONS DURING CONTINGENCY SITUATIONS INVOLVING SAR AND SERVICES.
3.4.4.	FUNCTIONS AS PRIMARY POINT OF CONTACT (POC) FOR SAR OPERATIONS.
3.4.5.	COORDINATES WITH BASE COMMANDER AND MORTUARY OFFICER PRIOR TO BEGINNING SAR OPERATIONS.
3.4.6.	BRIEFS SAR TEAM MEMBER.
3.4.7.	PREPARES FOLLOW-UP DEATH REPORT.
3.4.8.	ENSURES RECOVERY OF REMAINS IS COMPLETE AND PREPARES SAR OPERATIONS DOCUMENTATION.
3.4.9.	COORDINATES WITH LOCAL CORONER FOR RELEASE OF REMAINS.
3.4.10.	COORDINATES WITH REQUIRED AGENCY TO ENSURE POSITIVE IDENTIFICATION.
3.4.11.	MANAGES, EXPENDS, AND ACCOUNTS FOR SEARCH & RECOVERY IMPAC ACCOUNT.
3.5.	PURCHASES AND MAINTAINS SUPPLIES AND EQUIPMENT FOR MORTUARY AFFAIRS AND SAR PROGRAMS. Researches item, purchases item, manages fund and tracks receipt and condition of purchased item and service. Issues turn-in documentation for coordination with Base Supply.
4.	FOOD OPERATIONS. Manages all Food Service activities and functions.
4.1.	PROVIDES AND ACCOUNTS FOR SUBSISTENCE, STORAGE SPACE UTILIZATION, EXPENDABLE SUPPLIES AND EQUIPMENT.
4.2.	ORDERS RATIONS. Coordinates Food Service activity with Commissary and other on- and off-base organizations.
4.3.	VALIDATES FOOD DELIVERY.
4.4.	PREPARES, MAINTAINS AND VERIFIES RECORD.
4.4.1.	PREPARES, MAINTAINS, AND VERIFIES CASH COLLECTION.
4.4.1.1.	PREPARES, MAINTAINS, AND VERIFIES CASH COLLECTION RECORD.

4.4.1.2.	MANAGES CASH COLLECTION THROUGH LOCAL BANK.
4.4.1.3.	PERFORMS CASH CONTROL.
4.4.2.	PREPARES, MAINTAINS, AND VERIFIES INVENTORY ADJUSTMENT RECORD.
4.4.3.	PREPARES, MAINTAINS, AND VERIFIES COOK REQUISITION RECORD.
4.4.4.	PREPARES, MAINTAINS, AND VERIFIES DINING HALL SUPPLY RECORD.
4.4.5.	PREPARES, MAINTAINS, AND VERIFIES APPLICABLE AF AND ANG FOOD SERVICE RECORD.
4.5.	SCHEDULES, DIRECTS AND TRAINS LIMITED TERM CIVILIAN EMPLOYEE FOR KITCHEN DUTY.
4.6.	ENSURES FOOD PREPARATION IS IN ACCORDANCE WITH USAF STANDARDS.
4.7.	PARTICIPATES ON MENU PLANNING BOARD.
4.8.	EVALUATES MILITARY DINING FACILITY.
4.9.	PROVIDES IN-HOUSE TRAINING FOR SERVICES PERSONNEL.
4.10.	SUBMITS REPORT TO GAINING MAJOR COMMAND (MAJCOM).
4.11.	PURCHASES AND MAINTAINS FOOD SERVICE EQUIPMENT FOR ISSUE TO UNIT PERSONNEL. Researches item, purchases item, manages fund and tracks receipt and condition of purchased item and service. Issues turn-in documentation for coordination with Base Supply. Conducts physical inventory of equipment and facilities.
4.12.	MANAGES AND DIRECTS SCHEDULING AND OPERATION OF FACILITY.
4.12.1.	MANAGES AND DIRECTS SCHEDULING AND OPERATION OF DINING FACILITY CLASSROOM.
4.12.2.	MANAGES AND DIRECTS SCHEDULING AND OPERATION OF MOBILE FIELD KITCHEN TRAILER.
4.12.3.	MANAGES AND DIRECTS SCHEDULING AND OPERATION OF SECONDARY SERVICE HALL/CLASSROOM.
4.12.4.	MANAGES AND DIRECTS SCHEDULING AND OPERATION OF WAREHOUSE/STORAGE BUILDING.
4.12.5.	MANAGES AND DIRECTS SCHEDULING AND OPERATION OF REFRIGERATED VEHICLE.

4.13.	BUDGETS FOR THE MEAL CHIT PROGRAM. Provides and accounts for meal chit authorization, submits for payment, and provides quality assurance for all contractual programs.
5.	BILLETING.
5.1.	MANAGES FACILITY.
5.1.1.	MANAGES, COORDINATES AND CONTROLS ROOM ASSIGNMENT.
5.1.2.	ACCOUNTS FOR AND ISSUES KEY AND LINEN TO VISITING UNIT PERSONNEL.
5.1.3.	BRIEFS OCCUPANT ON LODGING REGULATIONS, POLICIES AND CHECK IN/OUT PROCEDURES.
5.1.4.	MANAGES OCCUPANCY RATE AND PREPARES APPLICABLE DOCUMENTATION FOR OCCUPANCY.
5.1.5.	TERMINATES ROOM ASSIGNMENT.
5.1.6.	ACCOMPLISHES PERSONAL WALK-THROUGH WITH UNIT POINT OF CONTACT (POC) PRIOR TO UNIT BEING CLEARED FROM LODGING. Ensures facilities are not damaged and all required cleaning is accomplished.
5.1.7.	PREPARES REPORT AND/OR BILL FOR ROOM DAMAGE, UNACCOMPLISHED CLEANING AND MISSING PROPERTY.
5.1.8.	ENSURES KEYS AND LINEN ARE TURNED IN.
5.1.9.	OPERATES A "LOST AND FOUND" FOR PERSONAL PROPERTY INADVERTENTLY LEFT BEHIND IN LODGING QUARTERS.
5.1.10.	MONITORS ENERGY CONSERVATION.
5.1.11.	ISSUES CERTIFICATE OF CLEARANCE.
5.1.12.	ACCOMPANIES FIRE INSPECTOR ON LODGING FACILITY REVIEW/INSPECTION. Maintains facilities in fire safe condition.
5.1.13.	PREPARES, ISSUES AND TRACKS BILLING OF UNIT AND VISITING PERSONNEL FOR LODGING COST REIMBURSEMENT.
5.1.14.	MAINTAINS ADMINISTRATIVE FOLDER FOR EACH DORMITORY ROOM.
5.2.	MAINTAINS INFORMATIONAL FOLDER FOR EACH SERVICES OPERATED FACILITY.
5.3.	MANAGES CONTRACT QUARTERS PROGRAM, WHEN ACTIVE. Inspects contract hotels semiannually with Base Fire Chief, issues billeting slips; audits, certifies, and submits billings from contract hotels for payment.

5.4.	MAINTAINS, ORDERS AND ISSUES BILLETING SUPPLIES AND EQUIPMENT. Researches item, purchases item, manages fund and tracks receipt and condition of purchased item and service. Issues turn-in documentation for coordination with Base Supply. Conducts physical inventories of equipment and facilities.
5.5.	DEVELOPS BUDGET ESTIMATE FOR BILLETING FUNCTION.
6.	LINEN EXCHANGE.
6.1.	MANAGES, BUDGETS FOR, AND IMPLEMENTS LINEN CONTRACT FOR BASE.
6.2.	ESTABLISHES SCHEDULE FOR RECEIVING AND ISSUING LINEN TO CUSTOMER.
6.3.	COORDINATES FOR LINEN PICKUP AND DELIVERY VIA LINEN CONTRACTOR.
6.4.	ESTABLISHES MINIMUM AND MAXIMUM STOCK LEVEL.
6.5.	PROVIDES FOR LINEN REPLACEMENT.
6.6.	ACCOMPLISHES TURN-IN OF UNSERVICEABLE ITEM THROUGH BASE SUPPLY. Issues turn-in documentation for coordination with Base Supply.
6.7.	MAINTAINS LINEN SECURITY AND SANITATION REQUIREMENTS WITHIN STORAGE FACILITY.
6.8.	PREPARES AND MAINTAINS LINEN SUPPLY DOCUMENT AND INVENTORY/ACCOUNTING RECORD.
6.9.	CONDUCTS PHYSICAL INVENTORY.
6.10.	MONITORS PURCHASES, LAUNDRY AND DRY CLEANING CONTRACTS. Task does not include Army/Air Force Exchange Service (AAFES)-run CRTC laundry facility.
6.11.	MANAGES IN-HOUSE TRAINING PROGRAM.
6.12.	MANAGES, EXPENDS, AND ACCOUNTS FOR LAUNDRY AND MAT IMPAC ACCOUNT. Researches item, purchases item, manages fund and tracks receipt and condition of purchased item and service.
7.	FURNISHING MANAGEMENT. Operates furnishing management office.
7.1.	WRITES, OVERSEES, AND EXECUTES THE FIVE-YEAR REPLACEMENT PLAN FOR FURNISHINGS AND EQUIPMENT.
7.2.	MANAGES FURNISHINGS.
7.2.1.	ORDERS FURNITURE. Researches item, purchases item, manages fund and tracks receipt and condition of purchased item and service. Maintains purchase request.

	Issues turn-in documentation for coordination with Base Supply.
7.2.2.	CONDUCTS INSPECTION.
7.2.3.	MAINTAINS FURNISHINGS INVENTORY.
7.2.4.	PROVIDES FURNISHINGS LISTING TO VISITING UNIT PERSONNEL.
7.2.5.	DIRECTS AND COORDINATES DISTRIBUTION OF FURNISHINGS.
7.2.6.	PERFORMS ISSUE TO UNIT PERSONNEL OR ORGANIZATION.
7.2.7.	ESTABLISHES SCHEDULE FOR RECEIVING AND ISSUING ITEM.
8.	DEPLOYED UNIT SUPPORT.
8.1.	MANAGES MORALE, WELFARE, AND RECREATION (MWR) SUPPLY ITEM.
8.1.1.	PURCHASES MWR SUPPLY.
8.1.2.	STORES MWR SUPPLY.
8.1.3.	INVENTORIES MWR SUPPLY.
8.1.4.	ISSUES MWR SUPPLY ITEM TO VISITING UNIT.
8.1.5.	BUDGETS FOR MWR SUPPLY PURCHASE.
8.2.	MANAGES AAFES LAUNDRY FACILITY.
8.2.1.	PERFORMS ROUTINE CHECK OF FACILITY. Checks cleanliness of facility and ensures washers/driers are operational.
8.2.2.	COORDINATES AAFES LAUNDRY CONTRACT INCLUDING REQUIREMENTS, CLEANING SCHEDULES AND REPAIR.
8.3.	MANAGES VIP LAUNDRY.
8.3.1.	PERFORMS ROUTINE CHECK OF EQUIPMENT.
8.3.2.	PURCHASES LAUNDRY EQUIPMENT.
8.3.3.	MAINTAINS EQUIPMENT. Performs minor maintenance or arranges for commercial repair.
8.3.4.	BUDGETS FOR PURCHASE AND MAINTENANCE OF EQUIPMENT.
8.4.	MANAGES FITNESS CENTER.
8.4.1.	PERFORMS ROUTINE CHECK OF FACILITY. Checks cleanliness of facility and ensures equipment is operational.
8.4.2.	PURCHASES FITNESS EQUIPMENT/SUPPLY.
8.4.3.	INVENTORIES FITNESS EQUIPMENT/SUPPLY.

8.4.4.	MAINTAINS EQUIPMENT. Performs minor maintenance or arranges for commercial repair.
9.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3

MANPOWER TABLE

Table A3.1. Standard Manpower Table.

WORK CENTER/FAC CRTC – SERVICES FAC/4600TC		APPLICABILITY MANHOUR RANGE 195.08 – 485.18					
Air Force Specialty Title	AFSC	Grade	Manpower Requirement				
SVS Superintendent/Mgr	3M0XX	AGR	1	1			
SVS Craftsman	3M0XX	AGR	1	2			
Total			2	3			

NOTE. AFSCs may be adjusted at the discretion of the Commander.